

# The Holy Family Catholic School & Sixth Form

## Person Specification - School Business Manager (Finance and Premises)

Responsible to: Headteacher

Salary (full time, 52 weeks): PO10 (points 53-56): £60,366 - £63,651

The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Hold or be working towards a professional accountancy or business management qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level qualification.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Evidence of being able to improve and raise standards.</li> <li>• Participation in local business management networks</li> <li>• Proven track record of leading and managing others.</li> <li>• Knowledge of key financial information e.g. VAT, education funding methodology, etc.</li> <li>• Knowledge of health and safety and premises management issues</li> <li>• Experience of the educational business management sector</li> <li>• Track record of successful income generation through a variety of means.</li> <li>• Knowledge of audit requirements.</li> <li>• Evidence of continued professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive experience of working with finance in a secondary school</li> <li>• Experience of working in a Catholic secondary school</li> <li>• Knowledge of contracting arrangements for various parties involved with a VA (Catholic School)</li> <li>• Participation in regional / national business management networks.</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• ICT skills and systems.</li> <li>• Financial accounting and use of financial software</li> <li>• Development of management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• SIMS (School Information Management system).</li> <li>• Health &amp; Safety procedures.</li> </ul>
<b>PROFESSIONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Exceptional leadership skills and ability to motivate and inspire others.</li> <li>• Work to high levels of accuracy.</li> <li>• Proven capacity to work innovatively and independently.</li> <li>• Excellent ICT skills</li> <li>• Be able to anticipate problems and offer a variety of innovative and creative solutions.</li> <li>• Ability to lead teams and prioritise work of themselves and of others.</li> <li>• Ability to think and act strategically.</li> <li>• Excellent interpersonal and communication skills in dealing with colleagues, and other people and organisations with whom Holy Family works in partnership.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to manage complexity and diversity.</li> <li>• Organise and develop effective systems.</li> <li>• Ability to work in collaboration with partner organisations, the community and other stakeholders.</li> <li>• Tenacity, flexibility and the ability to work effectively under pressure.</li> </ul>	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Be able to work with the school's Mission Statement underpinning all aspects of the role</li> <li>• Trust and integrity</li> <li>• Confidentiality and discretion</li> <li>• Good communicator</li> <li>• Fairness and equality</li> <li>• Empathy</li> <li>• Abide by the school's policies</li> <li>• Takes the initiative</li> <li>• 'Can do' attitude</li> <li>• Team work and collaboration</li> <li>• Prepared to work flexibly</li> <li>• Good listener</li> <li>• Smart appearance</li> <li>• Cheerful, optimistic, and enthusiastic, and have a sense of humour and perspective!</li> <li>• Problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Be a practising Catholic</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK.</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals/finance.</li> <li>• This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.</li> <li>• Be fit to carry out the duties required of this role.</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Has appropriate motivation to work with children and young people and can relate to them in a positive way.</li> <li>• Ability to maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Displays commitment to the protection and safeguarding of children and young people.</li> </ul>	